

Table of Contents

| | |
|--------------------------------------|----|
| Introduction..... | 2 |
| System Access..... | 2 |
| General Information..... | 3 |
| Physical Facilities Inventory..... | 4 |
| Physical Facilities Survey..... | 10 |
| Data Entry Matrix..... | 14 |
| Data Tables and Data Dictionary..... | 17 |
| Common Tables..... | 17 |
| Institution Table..... | 17 |
| Campus Table..... | 17 |
| Building Table..... | 18 |
| Inventory Tables..... | 19 |
| Floor Table..... | 19 |
| Room Table..... | 19 |
| Survey Tables..... | 20 |
| Survey Table..... | 20 |
| Survey Note Table..... | 20 |
| Survey Section Table..... | 20 |
| Survey Section Item Table..... | 20 |
| Attachment Table..... | 20 |
| Picture Table..... | 21 |
| Project Table..... | 21 |
| Roof Table..... | 21 |
| Revision History..... | 22 |

Introduction

The Physical Facilities Inventory and Survey (PFIS) is a web-based system for tracking and analyzing buildings and their condition.

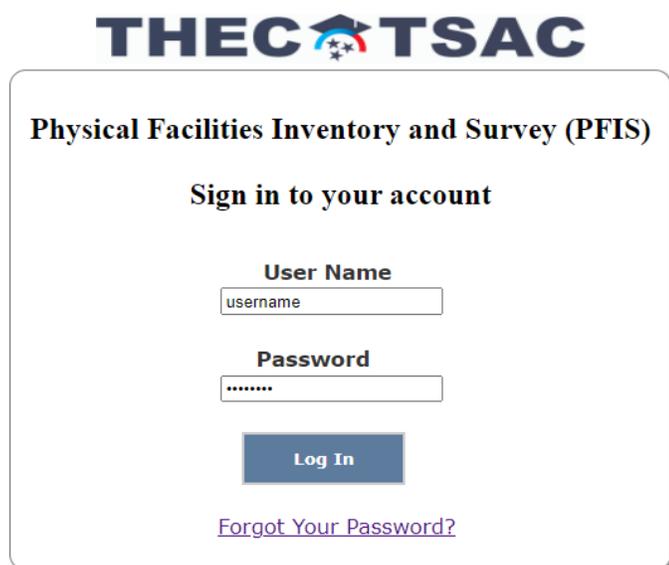
The Inventory system tracks space at the Institution, Campus, Building, Floor, and Room levels. The Inventory is primarily concerned with owned facilities and market-rate leased facilities. The Postsecondary Education Facilities Inventory and Classification Manual (FICM): 2006 Edition (<http://nces.ed.gov/pubs2006/2006160.pdf>) is used for the inventory and classification of space.

The Survey system documents the current condition of buildings in a uniform format and with a consistent rating system. There are two ratings: the first is performed by the institution, and the second is a review verification. The Survey is based on the CSI UniFormat.

System Access

The PFIS website can be accessed at <http://pfis.isg.tn.gov>

The system uses Windows Authentication and will require a username and password. You will be prompted for your credentials when you try to access the website. You may enter your User Name and Password in your internet browser. If you can access the application, your User Name will be your first name initial + your last name. E.g., John Doe's user name would be 'jdoe'.



THEC TSAC

Physical Facilities Inventory and Survey (PFIS)

Sign in to your account

User Name

Password

Log In

[Forgot Your Password?](#)

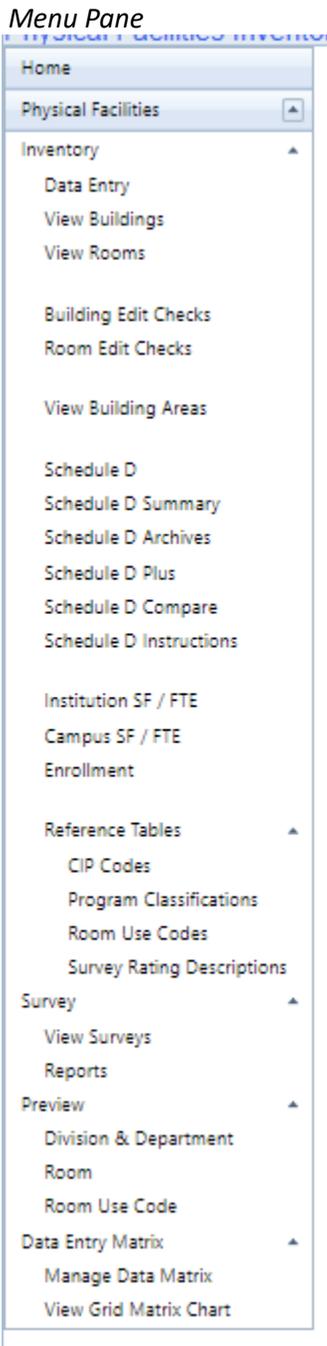
After you are done working on the web application, click on the “logout” button on the top-right corner of the screen to securely log out of the application.

If you forgot your password, you may click on the “Forgot Your Password” link for Identify Confirmation and be able to reset your password.

To request the guest account credentials for accessing the system or for any issues/questions/concerns, email THEC IT Support at [THEC TSAC.ISG_Support@tn.gov](mailto:THEC_TSAC.ISG_Support@tn.gov).

General Information

Most pages consist of two panes: the menu pane on the left and a data pane on the right (for example, screens for Building/Room Edit Checks, Schedule D, etc.). Some pages have three panes: a navigation pane between the menu and data pane (for example, the Data Entry screen). And some pages have four panes, with the middle pane split in two: the navigation pane above the section pane (for example, the View Surveys screen). The menu, navigation, and section panes are resizable and collapsible (useful when viewing with a smaller screen). Here is a sample of the menu pane.



Physical Facilities Inventory

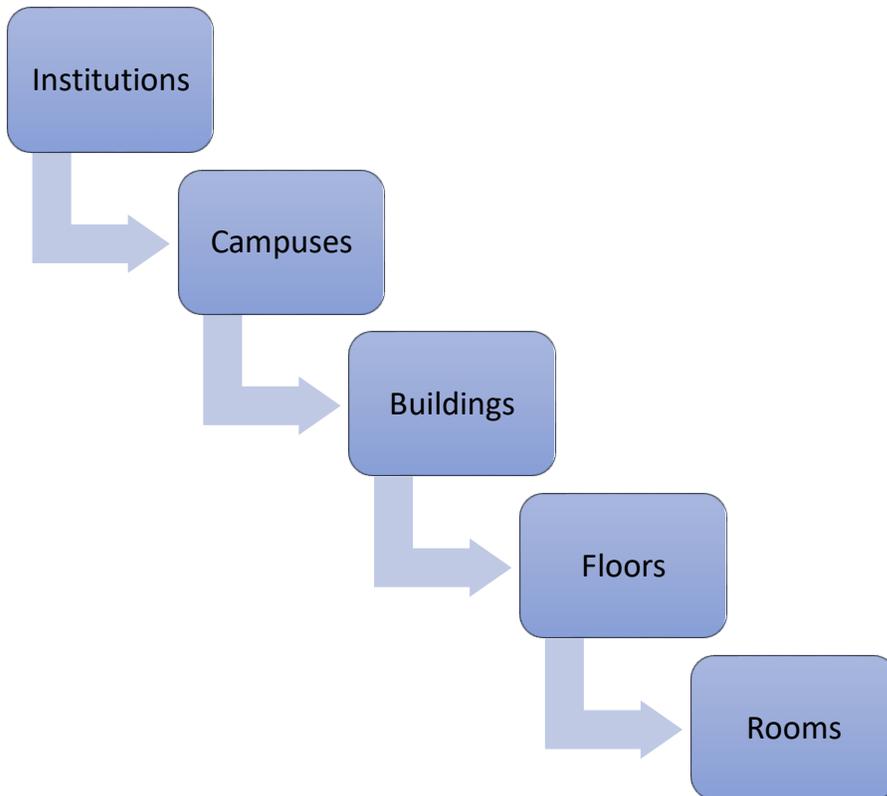
The Inventory section has several options for entering and viewing data. A brief description for each follows.

Data Entry

The Data Entry screen has three panes: a menu, navigation, and data pane. The navigation pane functions like Windows Explorer with folders. Clicking on the chevron to the left of an item will expand (or contract) the item. Clicking on the item will display a grid of its elements (e.g., selecting a campus will open a grid with its buildings). Each grid displays a title showing what it contains, buttons to add elements or export the grid, and the data for each element. Each grid row contains a hot link to edit or delete the element.

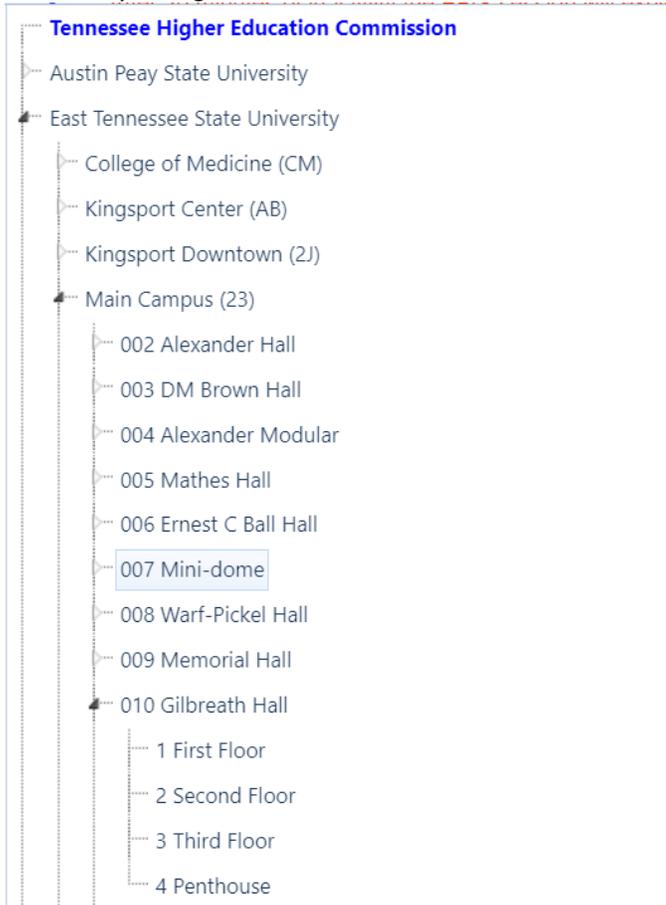
The hierarchy structure of these menu items is as listed below:

- Selecting an institution will open a grid with its campuses
- Selecting a campus will open a grid with its buildings
- Selecting a building will open a grid with its floors
- Selecting a floor will open a grid with its rooms



Here is a sample of the navigation pane.

Data Entry Navigation Pane



View Buildings

The View Buildings screen displays a grid with all the buildings for all the institutions the user has access to. Each grid row contains a hot link to edit or delete the building.

View Buildings columns

| Buildings | | | | | | | | | | | | | | | | | | Export to Excel |
|-------------|--------|-------------|---------------|------------|--------------|---------|------|--------|-------|---------|------------|--------------------|----------------------|----------------------|----------------------|----------|------------------|--------------------|
| Institution | Campus | Building ID | Building Name | Short Name | Abbreviation | Address | City | County | State | Zipcode | Gross Area | In-Service Percent | Last Renovation Year | Last Renovation Cost | Last Renovation Area | Use Code | Primary Function | Secondary Function |

Continued column listing for View Buildings:

| Buildings | | | | | | | | | | | | | | | | Export to Excel |
|-----------|------------|---------------|-----------------------------|------------------|----------------|--------------------|-------------------|----------|-------------------------|-------------------------|-------------------------|--------------|---------------------|---------------|--|-----------------|
| Ownership | Year Built | Year Occupied | Calculated Replacement Cost | Replacement Cost | Contents Value | Risk Management ID | Construction Type | Comments | Institution Comments #1 | Institution Comments #2 | Institution Comments #3 | TBR Comments | Schedule D Comments | Display Order | | |

View Rooms

The View Rooms screen brings up a Building Selector dropdown list and a button to export all rooms to Excel. Selecting a building will display a grid with all the rooms for that building. Each grid row contains a hot link to edit or delete the room. The Export All My Rooms to Excel button will export all rooms for all institutions the user has access to. Since this may be a very large data set, it cannot be displayed.

View Rooms columns

| View Rooms | | | | | | | | | | | | | | | | Export to Excel | |
|------------|-------|---------|-----------|------|----------|----------|------------------|------------------------|---------------|------------------|----------|----------|--------------|----------|------------|-----------------|-----------------|
| Building | Floor | Room ID | Room Name | Area | Occupant | Stations | Research Percent | Revenue Producing Type | Room Use Code | Room Subuse Code | CIP Code | Taxonomy | Program Type | Division | Department | Agency Code | Furnishing Type |

Building Edit Checks

The Building Edit Checks screen displays a grid showing buildings with data available for all the columns on the screen. For any invalid/missing data, the fields will display Invalid/Missing and will be highlighted to state that those fields have invalid or missing data. Each row of the grid contains a hot link to edit the building.

Building Edit Checks columns

| Building Edit Checks | | | | | | | | | | | | Export to Excel |
|----------------------|--------|---------------|--|--|----------|------|--------------|-----------|------------|---------------|------------|------------------|
| Institution | Campus | Building Name | | | Building | Name | Building Use | Ownership | Year Built | Year Occupied | Gross Area | Replacement Cost |

Room Edit Checks

The Room Edit Checks screen displays a grid showing rooms with invalid/missing data for the Area and Room Use Code columns. Each row of the grid contains a hot link to edit the room.

Room Edit Checks columns

| Room Edit Checks | | | | | | | | | | Export to Excel |
|------------------|--------|---------------|--|--|----------|-------|------|------|---------------|-----------------|
| Institution | Campus | Building Name | | | Building | Floor | Room | Area | Room Use Code | |

View Building Areas

The View Building Areas screen displays a grid showing all the area data for each building. The Net Area cell may be pink (Net Area exceeds Gross Area) or tan (Net Area equals Gross Area). The Unclassified Area cell will be tan if the building value is non-zero. Any colored cells should be reviewed for a possible correction to improve the accuracy of the data.

View Building Areas columns

| Building Areas | | | | | | | | | | | | Export to Excel |
|----------------|--------|---|---------------|--|----------|---|--------------------|------------|----------------------|----------------------|---|-----------------|
| | | Net Area cell - Net Area exceeds Gross Area | | Net Area cell - Net Area equals Gross Area | | Unclassified Area cell - Missing Room Use Codes (value is non-zero) | | | | | | |
| Institution | Campus | Building ID | Building Name | Ownership | Use Code | Primary Function | Secondary Function | Year Built | Last Renovation Year | Last Renovation Cost | R | |

Continued column listing for View Building Areas:

| Building Areas | | | | | | | | | | | | | | | Export to Excel |
|----------------------|------------|----------|-----------------|--------------|----------------|----------|---------------|---------------|-------------|--------------|--------------|------------|-------------------|---------------|-----------------|
| Last Renovation Area | Gross Area | Net Area | Assignable Area | Revenue Area | Classroom Area | Lab Area | Open Lab Area | Research Area | Office Area | Library Area | Phys Ed Area | Other Area | Unclassified Area | Display Order | |

Schedule D

The Schedule D screen displays the Schedule D information. The current year data (Gross SqFt, Aux/Rev SqFt, and E&G SqFt) is pulled from the Schedule D Archive.

Schedule D columns

| Schedule D | | | | | | | | | | | | | | | | | | Export to Excel |
|-------------|-------------|---------------|------------|--------------------------|----------|----------------------|------------------------|--------------------|-------------------------|---------------------------|-------------------------|-------------------------------------|-----------------------|---|-------------------------------------|-------------------------------------|--|-----------------|
| Institution | Building ID | Building Name | Year Built | Year of Major Renovation | Use Code | Gross SqFt 6/30/2023 | Aux/Rev SqFt 6/30/2023 | E&G SqFt 6/30/2023 | Gross SqFt FY 2024-2025 | Aux/Rev SqFt FY 2024-2025 | Percent of Year On-Line | Net Change to E&G SqFt FY 2024-2025 | E&G SqFt FY 2024-2025 | Trailers, Modular and Portable Buildings SqFt | Nonrenovated E&G SqFt Prior to 2004 | Calculated Replacement Value of E&G | | |

Schedule D Summary

The Schedule D Summary screen displays the summary information for Schedule D, ready for export.

Schedule D Summary columns

| Schedule D Summary | | | | | | | | | | Export to Excel |
|--------------------|------------|--------------------------|-----------|----------|--------------|---------|---------------------------------|-------|---|-----------------|
| Institution | Classrooms | Scheduled Labs & Studios | Open Labs | Research | Office Space | Library | Physical Education & Recreation | Total | Next E&G Area | |
| | 103,111 | 178,060 | 27,048 | 19,342 | 248,819 | 63,336 | | | Next E&G Area from Schedule D Archive for the previous year | |

Schedule D Archives

The Schedule D Archives screen brings up an Archive Selector dropdown list. Selecting an archive will display it in the grid.

Schedule D Archive columns

| Schedule D Archive | | | | | | | | | | | | | | | | | | | Export to Excel |
|--------------------|-------------|-------------|---------------|------------|--------------------------|----------|----------------------|------------------------|--------------------|-------------------------|---------------------------|-------------------------|-------------------------------------|-----------------------|---|-------------------------------------|-----------------------------|-----------------|-----------------|
| Reporting Year | Institution | Building ID | Building Name | Year Built | Year of Major Renovation | Use Code | Gross SqFt 6/30/2021 | Aux/Rev SqFt 6/30/2021 | E&G SqFt 6/30/2021 | Gross SqFt FY 2022-2023 | Aux/Rev SqFt FY 2022-2023 | Percent of Year On-Line | Net Change to E&G SqFt FY 2022-2023 | E&G SqFt FY 2022-2023 | Trailers, Modular and Portable Buildings SqFt | Nonrenovated E&G SqFt Prior to 2001 | Estimated Replacement Value | Off-Campus Code | Comments |

Schedule D Plus

The Schedule D Plus includes all current Schedule D information derived from the PFIS database. Also, it adds 3 columns for auxiliary replacement value, total building replacement value, and the campus estimated replacement value.

Schedule D Plus new columns

| | | |
|------------------------------------|--|--|
| Auxiliary Replacement Value | Total Calculated Replacement Value (calculated from cost per sq ft per building code) | Estimated Replacement Value (campus estimated replacement cost) |
|------------------------------------|--|--|

Schedule D Plus columns

| Schedule D Plus | | | | | | | | | | | | | | | | | | | | | Export to Excel |
|-----------------|-------------|---------------|------------|--------------------------|----------|----------------------|------------------------|--------------------|-------------------------|---------------------------|-------------------------|-------------------------------------|-----------------------|---|-------------------------------------|-------------------------------------|-----------------|----------|-----------------------------|---|---|
| Institution | Building ID | Building Name | Year Built | Year of Major Renovation | Use Code | Gross SqFt 6/30/2023 | Aux/Rev SqFt 6/30/2023 | E&G SqFt 6/30/2023 | Gross SqFt FY 2024-2025 | Aux/Rev SqFt FY 2024-2025 | Percent of Year On-Line | Net Change to E&G SqFt FY 2024-2025 | E&G SqFt FY 2024-2025 | Trailers, Modular and Portable Buildings SqFt | Nonrenovated E&G SqFt Prior to 2004 | Calculated Replacement Value of E&G | Off-Campus Code | Comments | Auxiliary Replacement Value | Total Calculated Replacement Value (calculated from cost per sq ft per building code) | Estimated Replacement Value (campus estimated replacement cost) |

Schedule D Compare

The Schedule D Compare lists all buildings per campus with discrepancies between the latest Schedule D Archive and the current PFIS data.

Schedule D Compare columns

| Latest Schedule D Archive and Current PFIS Data Comparison | | | | | | | | | | | | | | | | | | |
|--|-------------|---------------|------------|--------------------------|----------|------------------------------------|--------------------------------------|----------------------------------|---------------------------------|-----------------------------------|-------------------------|------------------------|-------------------------------|---|---------------------------------|---------------------------|-----------------|---------|
| Institution | Building ID | Building Name | Year Built | Year of Major Renovation | Use Code | Gross SqFt for Current Fiscal Year | Aux/Rev SqFt for Current Fiscal Year | E&G SqFt for Current Fiscal Year | Gross SqFt for Next Fiscal Year | Aux/Rev SqFt for Next Fiscal Year | Percent of Year On-Line | Net Change to E&G SqFt | E&G SqFt for Next Fiscal Year | Trailers, Modular and Portable Buildings SqFt | Nonrenov E&G SqFt Prior to 2002 | Estimated Replaceme Value | Off-Campus Code | Comment |

Schedule D Instructions

The Schedule D Instructions (PDF document) are posted from the last fiscal year reporting.

Institution SF / FTE

The Institution SF / FTE screen brings up a Type Selector for My Institutions, Universities, or Colleges. Selecting one will display a chart showing the results. Interesting fact: clicking on an item in the legend will add or remove it from the chart.

Institution SF / FTE columns

Type Selector: Institution SF/FTE for Universities

| Institution Square Foot / Full Time Equivalent | | | | | | | |
|--|------------------|-----------------|----------------|-----------------|---------------|----------------|---------------|
| Institution | ClassRoom SF/FTE | ClassLab SF/FTE | OpenLab SF/FTE | Research SF/FTE | Office SF/FTE | Library SF/FTE | PhysEd SF/FTE |

Campus SF / FTE

The Campus SF / FTE screen displays a chart showing the results for the campuses in the user’s institutions. Interesting fact: clicking on an item in the legend will add or remove it from the chart.

Campus SF / FTE columns

| Campus Square Foot / Full Time Equivalent | | | | | | | | |
|---|-------------|------------------|-----------------|----------------|-----------------|---------------|----------------|---------------|
| Institution | Campus Name | ClassRoom SF/FTE | ClassLab SF/FTE | OpenLab SF/FTE | Research SF/FTE | Office SF/FTE | Library SF/FTE | PhysEd SF/FTE |

Documents

The Documents screen displays the below-listed PFIS documents. Clicking the first one will download the PDF document for the User Guide and the others in the list are excel templates.

Documents

Documents

- PFIS User Guide (May 2023)
- Add New Buildings Template
- Add New Rooms Template
- Update Campus Ratings for Existing Buildings Template

Enrollment

The Enrollment screen brings up a Type Selector for Institution Enrollment or Institution and Campus Enrollment. Selecting one will display the enrollment data.

Enrollment columns

| Institution and Campus Enrollment | | | | | | Export to Excel |
|-----------------------------------|-----------|-------------|------------|------------|----------------------|-----------------|
| Institution | Campus Id | Campus Name | Enrollment | Head Count | Full Time Equivalent | |

Reference Tables

Reference Tables shows list of reference tables which include CIP Codes, Program Classifications, and Room Use Codes, and Survey Rating Descriptions. Selecting a table will display its contents which may be exported.

- Reference Tables ▲
- CIP Codes
- Program Classifications
- Room Use Codes
- Survey Rating Descriptions

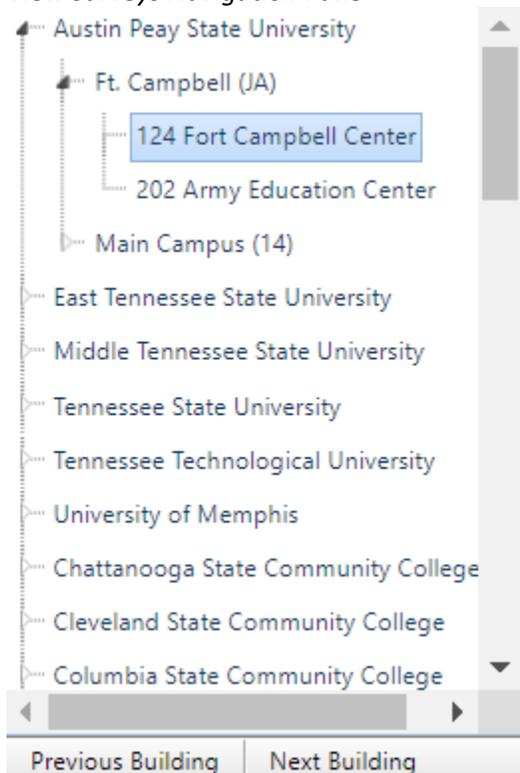
Physical Facilities Survey

The Survey section has two options for entering and viewing data: View Surveys and Reports

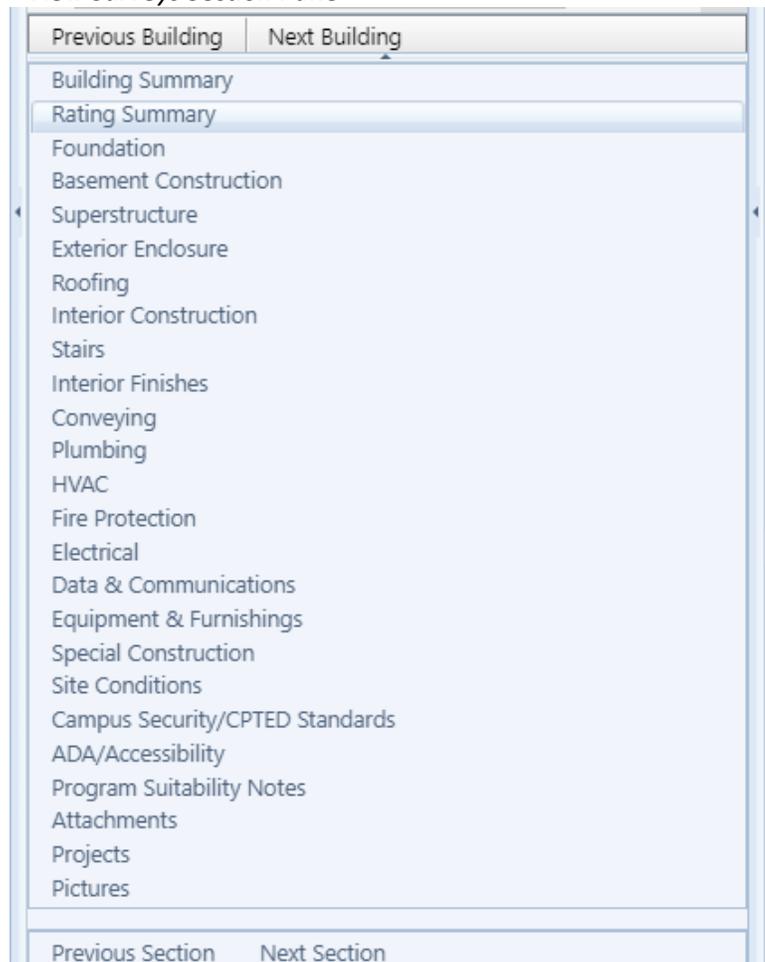
View Surveys

The View Surveys screen has four panes: a menu pane, a navigation pane, a section pane, and a data pane. The navigation pane functions like Windows Explorer with folders. Clicking on the chevron to the left of an institution or campus will expand (or contract) the item. Clicking on a building will display the currently active section for the building (the Building Summary is the default active section). The navigation pane also contains the Previous Building and Next Building buttons, which can be used to go to the same section of the previous/next building. The section pane is a selector for the various survey sections. Selecting an item will display the survey details for that item in the data pane. The section pane also contains the Previous Section and Next Section buttons, which can be used to scroll to the previous/next section of the current building. The data pane displays the selected section's data for the current building. Here are samples of the navigation pane and the section pane.

View Surveys Navigation Pane



View Surveys Section Pane



The rating sections of the survey contain Ratings, Items, Descriptions, and Condition / Recommendation fields. Since the survey is a deficiency survey, the default rating is 100%. Any lower rating should be explained in the Condition / Recommendation field. The following table shows the values and definitions for the ratings.

| | |
|------|---|
| | Not Applicable (only enabled for Basement Construction and Conveying and treated as 80%) |
| 100% | New or like new, no deficiencies |
| 90% | Normal wear and tear of system components |
| 80% | Some system individual component failures |
| 70% | Diminished/Unreliable system operation resulting from major components nearing the end of useful life, a system near obsolescence |
| 60% | Compounding system failures and emergency repairs |
| 50% | System well beyond useful life, detrimental to system operation, negatively affecting other systems |
| 40% | System operation is non-functioning – disruption of building services is observed |

The campus and review scores are auto-calculated using the formulas listed below.

The screenshot shows a software window titled "Rating Section" with a "Rating" tab. The window contains a table with five columns: Value, Campus Rating, Campus Score, Review Rating, and Review Score. The "Value" column has a text input field containing the number "5". The "Campus Rating" and "Review Rating" columns are dropdown menus, both currently showing "100 - New or like new, no defici...". The "Campus Score" and "Review Score" columns are text input fields, both containing the number "5". Two green arrows point from the "Campus Rating" and "Review Rating" dropdowns to their respective "Campus Score" and "Review Score" input fields, indicating that the scores are auto-calculated based on the ratings. The window also has "Save" and "Cancel" buttons in the top right corner.

| Value | Campus Rating | Campus Score | Review Rating | Review Score |
|-------|-------------------------------------|--------------|-------------------------------------|--------------|
| 5 | 100 - New or like new, no defici... | 5 | 100 - New or like new, no defici... | 5 |

Formulas:

Campus Score = Value X Campus Rating / 100

Review Score = Value X Review Rating / 100

The Items are system-specific components and may be rated from Satisfactory to Unsatisfactory (S, 2, 3, 4, U). The Description field should contain a brief specific description of the item(s) or system(s). The Condition / Recommendation field should contain the condition comments and provide recommendations for corrections.

The screenshot shows a dropdown menu with the following options: Not Applicable (selected), Satisfactory, 2, 3, 4, Unsatisfactory, and Not Applicable.

- Not Applicable
- Satisfactory
- 2
- 3
- 4
- Unsatisfactory
- Not Applicable

The Roofing section has an additional Roof Information grid where roof details may be entered, and the roof warranty may be uploaded.

Roof Information

| Roof Information | | | | | | | | | |
|------------------|--------------|----------|------|----------|----------|--------------|-------------------|---------------------|--|
| Type | Manufacturer | Location | Area | New Roof | Flashing | New Flashing | Warranty End Date | State Warranty Info | |
| | | | | | | | | | <input type="button" value="Add Roof"/> <input type="button" value="Export to Excel"/> |

Continued column listing for Roof Information section:

| Add Roof | | Export to Excel | |
|-------------------|----------|-----------------|--|
| Mfg Warranty Info | Warranty | Notes | |
| | | | |

The Campus Security/CPTED Standards screen lists the 4 basic principles of CPTED and a document for the CPTED Summary details.

| 4 Basic Principles of Crime Prevention Through Environmental Design (CPTED) | | CPTED Summary |
|---|---------------------------------------|---------------|
| 1 | Natural Surveillance | |
| 2 | Natural and Mechanical Access Control | |
| 3 | Territorial Reinforcement | |
| 4 | Management and Maintenance | |

The Rating Summary section displays a grid of the survey sections, ratings, and scores.

Rating Summary screen

| | | | | | | | Export to Excel |
|----------|---------|----------------|---------------|--------------|---------------|--------------|-----------------|
| Category | Section | Possible Score | Campus Rating | Campus Score | Review Rating | Review Score | |
| | | | | | | | |

The highest possible score for each section is displayed below.

| Category | Section | Possible Score |
|--------------|--------------------------------|----------------|
| Substructure | Foundation | 5.0 |
| Substructure | Basement Construction | 2.0 |
| Shell | Superstructure | 9.0 |
| Shell | Exterior Enclosure | 15.0 |
| Shell | Roofing | 4.0 |
| Interiors | Interior Construction | 8.0 |
| Interiors | Stairs | 1.0 |
| Interiors | Interior Finishes | 5.0 |
| Systems | Conveying | 3.0 |
| Systems | Plumbing | 6.0 |
| Systems | HVAC | 14.0 |
| Systems | Fire Protection | 6.0 |
| Systems | Electrical | 9.0 |
| Systems | Data & Communications | 4.0 |
| General | Equipment & Furnishings | 1.0 |
| General | Special Construction | 1.0 |
| General | Site Conditions | 3.0 |
| General | Campus Security/CPTED Standard | 2.0 |
| General | ADA/Accessibility | 2.0 |
| | | 100.0 |

The Attachments screen displays a grid of the attachments for the building.

| Attachments | | | | |
|-------------|-------|--------|------|--|
| Description | Pages | Author | Date | Attachment |
| | | | | <input type="button" value="Add Attachment"/> <input type="button" value="Export to Excel"/> |

The Projects screen displays a grid of the projects for the building.

| Projects | | | | |
|----------|------------|-------------|----------|---|
| Year | SBC Number | Description | Designer | Cost |
| | | | | <input type="button" value="Add Project"/> <input type="button" value="Export to Excel"/> |

The Pictures screen displays a grid of the picture information. The pictures may be viewed using the hotlink (the picture will open in a new tab or window) or by selecting the View Gallery button at the top of the grid. The gallery will display each picture in the sequence. Clicking on the left half of the picture will scroll backward; clicking on the right half will scroll forward and clicking outside the picture box will close the window. The lowest numbered picture is used for the Building Summary screen by default. It can be changed by renumbering the pictures, editing the desired picture, and checking the “Use this picture for the building photograph” checkbox.

| Pictures | | | |
|----------|----------|-------------|--|
| Sequence | Location | Description | Image |
| | | | Add Picture View Gallery Export to Excel |

Reports

The Reports screen displays a list of survey reports and options and a Run Report button. The results are displayed in a grid (unless the report is ‘export only’), and most grids are exportable.

Survey Reports

| |
|---|
| Campus Score and Review Score |
| Campus Score and Review Score (export only) |
| Campus Score and Review Score History |
| Institution Campus Score Summary |
| Institution Review Score Summary |
| Roof Information |
| Survey Printable View (docx) |
| Building Address |
| Building Address (export only) |
| Building Survey Dates (export only) |
| Campus Score Comparisons (export only) |
| Review Score Comparisons (export only) |
| Matrix - Physical Building Rating & Program Suitability (export only) |
| Detailed All Buildings Deferred Maintenance (export only) |
| Summary Campus Deferred Maintenance (export only) |

Data Entry Matrix

The Data Entry Matrix section has two options for entering and viewing data: Manage Data Matrix and View Grid Matrix Chart

Manage Data Matrix

The Manage Data matrix screen brings up an Institution and Campus dropdown list. Selecting the institution and campus will display the buildings with surveys in the grid for selected institution and campus. The first four columns on the grid are frozen (Abbreviation, Campus Name, Building ID, Building Name).

Manage Data Matrix

| | | | | | | | | | | | | | | | Export to Excel | Legend |
|--------------|-------------|-------------|---------------|-----------------|------------------|----------------|--------------------------|---------------------------------|---------------------|------------|-------------|---------------------------|-------------------------|----------|-----------------|--------|
| Abbreviation | Campus Name | Building ID | Building Name | Legacy Building | Site Suitability | Building Score | Physical Building Rating | Campus Physical Building Rating | Program Suitability | Year Built | Age (Years) | Expected Lifespan (Years) | End Year of Useful Life | Use Code | Use Code Name | |
| | | | | | | | | | | | | | | | | |

Continued column listing for Manage Data Matrix:

| | | | | | | | | | | | | | | | Export to Excel | Legend |
|--------------|-------------|-------------|---------------|---------------|------------|------------------------------|-----------------|------------------------------------|---------------------------------------|--|---|---|------------------|--|-----------------|--------|
| Abbreviation | Campus Name | Building ID | Building Name | Cost Per SqFt | Gross Area | Calculated Replacement Value | Net Area Sq. Ft | Consultant / Independent FCI Score | Consultant Building Replacement Value | Consultant FCI Calculated Deferred Maintenance | Deferred Maintenance from Building Fax Report | Sherman-Dergis Annual Capital Maintenance | Primary Function | | | |
| | | | | | | | | | | | | | | | | |

Continued column listing for Manage Data Matrix:

| | | | | | | | | | | | | | | | Export to Excel | Legend |
|--------------|-------------|-------------|---------------|---------------------------------------|--|---|---|------------------|--------------------|-----------------|-------------------|--|--|--|-----------------|--------|
| Abbreviation | Campus Name | Building ID | Building Name | Consultant Building Replacement Value | Consultant FCI Calculated Deferred Maintenance | Deferred Maintenance from Building Fax Report | Sherman-Dergis Annual Capital Maintenance | Primary Function | Secondary Function | Last Updated By | Last Updated Time | | | | | |
| | | | | | | | | | | | | | | | | |

Only the below-listed fields on the Manage Data Matrix screen are editable for the users with edit access. All other fields are auto-populated from the existing Inventory and Survey data for each building or auto-calculated using formulas listed on the Legend screen. The legend screen can be accessed by clicking the Legend button on the top right corner of the Manage Data Matrix screen.

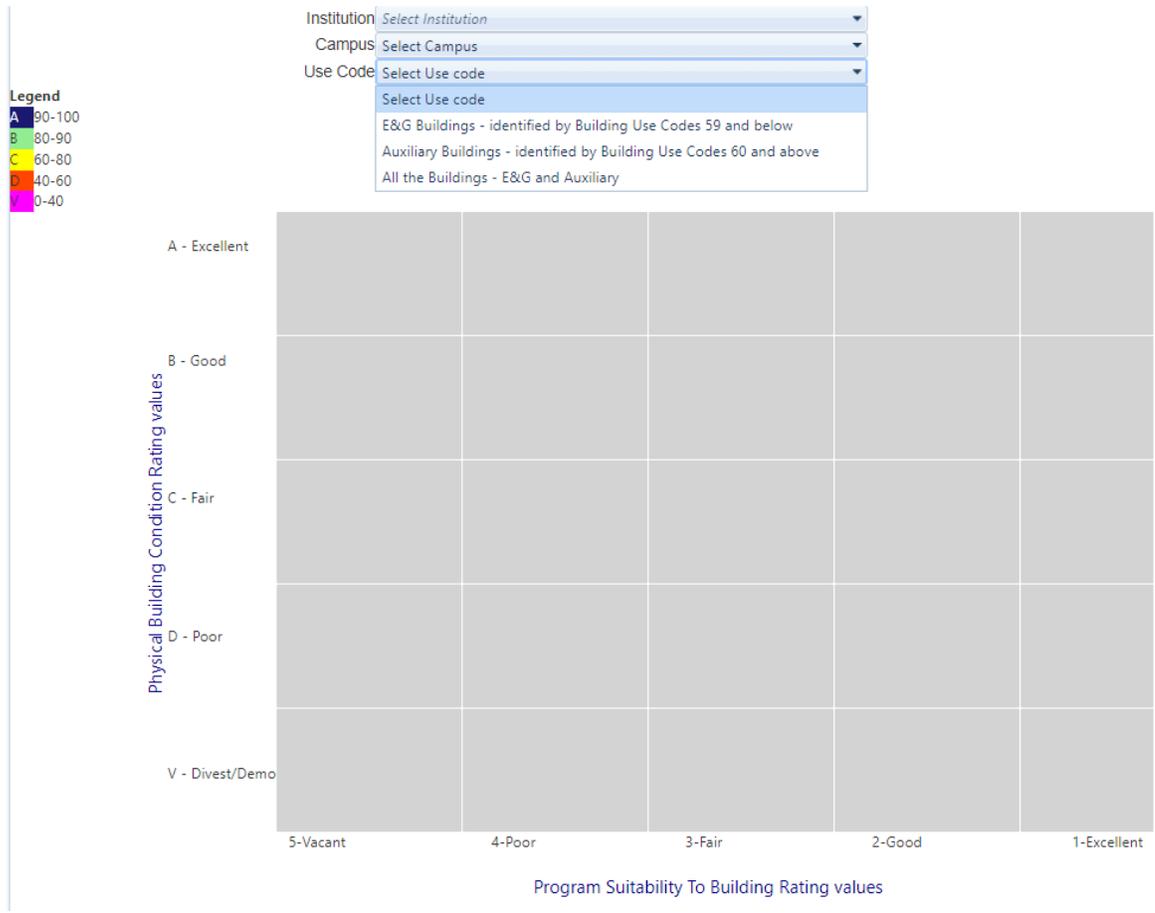
- Legacy Building
- Site Suitability
- Campus Physical Building Rating
- Program Suitability
- Expected Lifespan (Years)
- Consultant / Independent FCI Score
- Consultant Building Replacement Value
- Consultant FCI Calculated Deferred Maintenance

The Building ID on the Manage Data Matrix screen is a hot link that would bring up the BuildingFax screen. The BuildingFax screen is view-only. The Generate Matrix Report button on the top right corner of the BuildingFax screen generates a BuildingFax excel report with 6 tabs.

1. BuildingFax Report
2. Pie Chart
3. Sherman-Dergis Formula
4. FCI Score and Matrix
5. 5-Grid Sq Matrix
6. Formulas

View Grid Matrix Chart

The View Grid Matrix Chart brings up an Institution, Campus, and Use Code dropdown list. Selecting the values displays the building abbreviations/IDs for the buildings in different grid boxes based on the building's Physical Building Condition and Program Suitability rating values.



Data Tables and Data Dictionary

Common Tables

Institution Table

| | |
|------------------------------------|----------------|
| • Institution Uid | numeric |
| • SBC Id | 3 characters |
| • THEC Id | 2 characters |
| • Acronym | 30 characters |
| • Institution Name | 100 characters |
| • Physical Address | 100 characters |
| • Mailing Address | 100 characters |
| • City Name | 30 characters |
| • County Name | 30 characters |
| • State Id | 2 characters |
| • Zip Code | 10 characters |
| • Institution Type Uid | numeric |
| • Notes | 200 characters |
| • Notes Institution | 200 characters |
| • Notes TBR | 200 characters |
| • Coordinator Name | 50 characters |
| • Coordinator Phone | 20 characters |
| • Coordinator Email | 50 characters |
| • Coordinator 2 Name | 50 characters |
| • Coordinator 2 Phone | 20 characters |
| • Coordinator 2 Email | 50 characters |
| • Institution Full Time Equivalent | numeric |
| • Institution Head Count | numeric |
| • Display Order | numeric |
| • Import Status | 16 characters |
| • Enrollment | 20 characters |

Campus Table

| | |
|-------------------------------|----------------|
| • Campus Uid | numeric |
| • Institution Uid | numeric |
| • Campus Id | 8 characters |
| • Campus Name | 100 characters |
| • Campus Full Time Equivalent | numeric |
| • Campus Head Count | numeric |
| • Import Status | 16 characters |

Building Table

- Building Uid numeric
- Campus Uid numeric
- Building Id 8 characters
- Building Name 100 characters
- Building Short Name 25 characters
- Building Abbr 5 characters
- Physical Address 100 characters
- City Name 30 characters
- County Name 30 characters
- State Id 2 characters
- Zip Code 10 characters
- Gross Area numeric
- Percent In Service numeric
- Last Renovation Year numeric
- Last Renovation Cost numeric
- Last Renovation Area numeric
- Building Use Code Id 2 characters
- Function Primary 50 characters
- Function Secondary 50 characters
- Ownership Type Uid numeric
- Year Built numeric
- Year Occupied numeric
- Replacement Cost numeric
- Contents Value numeric
- Risk Management Id 16 characters
- Construction Type Uid 2 characters
- Comments 2000 characters
- Campus Comments 1 200 characters
- Campus Comments 2 200 characters
- Campus Comments 3 200 characters
- TBR Comments 200 characters
- Schedule D Comments 1000 characters
- Import Status 16 characters

Inventory Tables

Floor Table

- Floor Uid numeric
- Building Uid numeric
- Floor Id 4 characters
- Floor Name 30 characters
- Import Status 16 characters

Room Table

- Room Uid numeric
- Floor Uid numeric
- Room Id 8 characters
- Room Name 50 characters
- Area numeric
- Occupant 50 characters
- Stations numeric
- Research Percent numeric
- Revenue Producing Type Id 2 characters
- Room Use Code Id 10 characters
- Room Subuse Code Id 10 characters
- CIP Code Id 7 characters
- Taxonomy Type 7 characters
- Program Type Id 2 characters
- Division Uid numeric
- Department Uid numeric
- Agency Code Id 2 characters
- Furnishing Type Id numeric
- Technology Type Id numeric
- Notes 500 characters
- Notes Institutional 1 500 characters
- Notes Institutional 2 200 characters
- Notes TBR 200 characters
- Import Status 16 characters

Survey Tables

Survey Table

- Survey Uid numeric
- Building Uid numeric
- Summary 4000 characters

Survey Note Table

- Survey Note Uid numeric
- Survey Uid numeric
- When date
- Who 100 characters
- What 500 characters

Survey Section Table

- Survey Section Uid numeric
- Survey Uid numeric
- Survey Section Type Uid numeric
- Campus Score numeric
- Review Score numeric
- Description 4000 characters
- Condition 6000 characters

Survey Section Item Table

- Survey Section Item Uid numeric
- Survey Section Uid numeric
- Survey Section Item Type Uid numeric
- Value 20 characters

Attachment Table

- Attachment Uid numeric
- Survey Uid numeric
- Description 200 characters
- Pages numeric
- Author 200 characters
- When date
- Internal File Name 100 characters

Picture Table

| | |
|----------------------|----------------|
| • Picture Uid | numeric |
| • Survey Uid | numeric |
| • Sequence | numeric |
| • Location | 200 characters |
| • Description | 500 characters |
| • Internal File Name | 100 characters |
| • Is Building Photo | Boolean |

Project Table

| | |
|---------------|----------------|
| • Project Uid | numeric |
| • Survey Uid | numeric |
| • SBC Number | 30 characters |
| • Description | 200 characters |
| • Year | numeric |
| • Designer | 100 characters |
| • Cost | numeric |

Roof Table

| | |
|-----------------------|----------------|
| • Roof Uid | numeric |
| • Survey Uid | numeric |
| • Type And Mfg | 500 characters |
| • System Manufacturer | 500 characters |
| • Location | 500 characters |
| • Area | numeric |
| • Year New Roof | numeric |
| • Flashing | 500 characters |
| • Year New Flashing | numeric |
| • Warranty End Date | date |
| • Warranty Info State | 200 characters |
| • Warranty Info Mfg | 200 characters |
| • Internal File Name | 100 characters |
| • Notes | 200 characters |

Physical Facilities and Inventory Survey (PFIS)

Revision History

- May 2023 Original Document